|  |                                       |                                       |   |                    | _                |   |             |                               |  |      |
|--|---------------------------------------|---------------------------------------|---|--------------------|------------------|---|-------------|-------------------------------|--|------|
| TRAVEL VOUCHER   |                                       | 'ARTMENT OR E:<br>JREAU DIVISION      |   | ①                  | 2. TY<br> ⊠      | PE OF TRAVEL TEMPORARY DUTY                             | 3. VÓI      | ICHER NO.                     |  |      |
| (Read Privacy Act<br>Statement on the back)              | FD.                                   | A/SER/AT                              | L/DO/IB                                 |                    |                  | PERMANENT CHANGE<br>OF STATION                          | 4. SC1      | IEDULE NO.                    |  |      |
| 5. B. NAME (Last, first, m                               | හැරන්ම (ගණය)                          |                                       |   |                    | b. SC            | CIAL SECURITY NO.                                       | 6. PEI      | RIOD OF TRAV                  |  | _    |
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| c. MAILING ADDRESS<br>60 Eighth S                        | (Include ZIF<br>S+ N∓                 | CDOB                                  |   |                    | 1                | 04-881-3151   |             | MBER(S)                       | b. DATE(S)                                       |      |
| Atlanta, GA  |                                       | q                                     | 3                                       |                    |                  | <b>Ø</b>  |             | <b>③</b>                      | 1  |      |
| PRESENT DUTY STA   | TICN                                  |                                       | f. RESIDENC                             | E (City and S      | (ale)            |   |             |                               |  |      |
| Atlanta, GA  | <u> </u>                              | 4                                     |   | ta, GA             |                  | <b>⑤</b>  |             | IEGK NO.                      |  |      |
| 8 TRAVEL ADVANCE   |                                       | ······                                |   | MENT RECEIP        | $\overline{}$    | ALLOT DECEMEN   | 11. F       | AID BY                        |  |      |
| a. Outstanding 11  |                                       | 9.6                                   | ∐OB. DATE RECI                          | EIVED              | 10. AM           | OUNT RECEIVED   |             |                               |  |      |
| c. Amount due Government<br>(Attached Dicheck            | ☐ Cash)                               | 1                                     | c. PAYEE'S S                            | IGNATURE           |                  |   |             |                               |  |      |
| C. Balance outstanding                                   |                                       | <u> </u>                              |   |                    |                  |   |             |                               |  |      |
| 12, GOVERNMENT<br>TRANSPORTATION<br>REQUESTS, OR         |                                       |                                       |   |                    |                  | s in connection with reimbur<br>procedures (FPMR 101-7) | sable       | <u> </u>                      | Traveler's kult                                  | leiş |
| TRANSPORTATION<br>TICKETS, IF PUR-<br>CHASED WITH CASH   | AGENTS                                | ISSUING<br>CAR-                       | MODE<br>CLASS OF                        |                    |                  |   | POINTS O    | F TRAVEL                      |  |      |
| (List by number below<br>and attach passenger            | VALUATION<br>OF TICKET                |                                       | SERVICE<br>AND ACCOM-                   | DATE               |                  | FROM  |             | ,                             | го   |      |
| coupon; if cash is itself<br>show claim on reverse       | (a)                                   | (b)                                   | MODATIONS<br>(c)                        | (6)                |                  | (e)   |             |                               | (f)  |      |
| side)  | · · · · · · · · · · · · · · · · · · · |                                       |   |                    |                  |   |             |                               | •  |      |
| A 0 612,080  | 154.                                  | 50 EA                                 | Y                                       | 09/23              | /98              | ATL-Atlanta   | ,           | JAX-Ja                        | icksonv  |      |
|  |                                       |                                       |   |                    |                  | _   |             |                               |  |      |
|  | (12)                                  | 13                                    | (14)                                    | (15)               |                  | (16)  |             |                               |  |      |
|  | l ~                                   |                                       |   |                    |                  |   |             |                               |  |      |
| comments: 25   |                                       |                                       |   |                    |                  | l   |             |                               |  |      |
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| purpose of tra   | vel is                                | ndt sho                               | wn aryw                                 | here on            | th               | c voucher.  | It i        | s only                        | documen  | te:  |
| on the travel necessary.)                                | order.                                | The co                                | mments<br>cher va                       | prock c            | an .<br>ed :     | be used to s<br>using Travel                            | tate<br>Man | the pu                        | CB.  | Τ.   |
| 13. Toertify (hat this youcher                           | I .                                   |                                       |   |                    |                  |   |             | 1901                          | <del></del>                                      |      |
| received by me. When a this voucher.                     | policable, per d                      | lem claimed is bes                    | ed on the averag                        | e cost of lodging  | incurre          | d during the period covered                             | by          |                               | - 19 i   |      |
| TRAVELER   | Amario                                | M.R.                                  | 15.4                                    | (17)               | ı                | DA <b>TE</b> (18)                                       | AMOU        |                               | - I<br>603.8                                     | 5    |
| NOTE: Falsilication of an iter                           | n in an expanse                       | ,,,                                   | forfeiture of claim                     | 128 Ú.S.C. 2614    | 1) ano n         | nay result in a fine of not mo                          | CLAIM<br>78 | ED P                          |  |      |
| NOTE: Falsitication of an iter<br>than \$10,000 or impri |                                       |                                       |   |                    | r).              |   |             |                               |  |      |
| 14. This voucher is approved necessary in the interest   |                                       |                                       | i are certified as<br>Flong distance le |                    |                  | 17. FOR FINANCE OFFICE COMPUTA                          |             | ILY                           | (22)   |      |
| are included, the approvia<br>head of the department of  | ng official must                      | have been suthou                      | zed in writing by i                     |                    | Į,               | a. DIFFER-  | *****       |                               | \$ 4   |      |
| nead of the department a                                 | a agenay to so .                      | , , , , , , , , , , , , , , , , , , , |   |                    | ľ                | ENCES.  |             |                               | Ì  |      |
| APPROVING<br>OFFICIAL                                    | 60)                                   |                                       | 1                                       | DATE               |                  | (Explain<br>and show                                    |             |                               | · <del></del>                                    | —    |
| SIGN HERE  | 0                                     |                                       |   |                    |                  | emount)   |             |                               |  |      |
| 15. LAST PRECEDING VOUC                                  |                                       |                                       | EL AUTHORIZA                            |                    | $\Box$           | TOTAL VERIFIED CORF                                     |             |                               |  | _    |
| a. VOUGHER NO  |                                       | 5YMBOL                                |   | c. MONTH &<br>YEAR |                  | Certifier's initials:                                   | Service 1   |                               | 5 J  |      |
| 16. THIS VOUCHER IS CERT                                 | IED CORREC                            | T AND PROPER                          | FOR PAYMENT                             |                    | <del>-  </del> , | c. APPLIED TO TRAVEL A<br>(Appropriation symbol):       | DVANCE      | -                             | <del>-                                    </del> |      |
| AUTHORIZED<br>CERTIFYING                                 | to a                                  |                                       |   | DATE               | L                | торфиоризаный аутовы).                                  |             |                               | 5 1  |      |
| OFFICIAL SIGN HERE                                       | <i>ر</i> ن                            |                                       |   |                    |                  | J NET TO  | TRAVE       | LER ▶                         | s i  |      |
| 18. ACCOUNTING CLASSIFI                                  | CATION                                |                                       |   |                    |                  | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,                 |             |                               | <del></del>                                      |      |
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1012-16 N\$N 7540-0G-834-4180

STANDARD FORM 1012 (REV. 10-77)

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## EXHIBIT 110-D TRAVEL VOUCHER (SF-1012) PREPARATION INSTRUCTIONS

The numbers below correspond to the circled numbers on IOM Exhibit 110-D. Check with your supervisor for any additional requirements by your district. Travel vouchers should be legible and must be completed in ink.

- 1. Location: Insert the name of the Department, Agency, & Center/Office or Field District Office.
- 2. Payee's Name: Enter traveler's name exactly as it appears on Travel Order. (Commissioned Officers, also show rank.)
- 3. Mailing Address: Show address to which payment would be mailed if applicable.
- 4. Present Duty Station: Enter your official duty station such as District. In case travel is to new station as on transfer, enter new station.
- 5. Residence: Enter your permanent residence.
- 6. Social Security Number: Insert your number.
- 7. Office Telephone No.: Enter number at which you can be reached.
- 8. Period of Travel: Enter first and last dates of expenses covered by voucher.
- Authority No.: Enter Travel Order number from your travel order or obtain DO number from supervisor.
- 10. Authority Date: Enter date of TO. Obtain from your fiscal clerk for travel under district TO.
- 11. Travel Advance: Claim government-issued cash advances here. Don't claim federal credit card ATM withdrawals here.
- 12. Agent's Valuation of Ticket: Enter the total amount of travel and/or accommodation as shown on the TR.
- 13. Initials of Carrier Issuing Ticket: Show the initials of the carrier who issued the ticket.
- 14. Mode, Class of Service & Accommodation: Specify the type of transportation, i.e., rail air, bus; also type of accommodation used.
- 15. Date issued: Insert the date the ticket was issued.
- 16. Points of Travel: Enter point of origin and destination. If round trip, specify "& return".
- 17. Payee: Sign your name.
- 18. Date: Enter date you sign the voucher.
- 19. Amount Claimed: Enter the total amount of expenses for which gross reimbursement is claimed.
- 20. Approved: Your supervisor or other administrative official signs here to indicate administrative approval. If any expenses claimed require specific approval, e.g., taxi fares in excess of maximum or goods or services not specified on TO, the approval must be made by an official designated to authorize travel.
- 21. Last Preceding Voucher: If you submitted a previous voucher under the same TO, enter date submitted.
- 22. Accounting Classification: Your DO Fiscal Clerk normally enters this.

## REVERSE SIDE OF VOUCHER

- 23. Date: Show date on which item of expense was incurred.
- 24. Time: Show date of departure from, and arrival at, official station or other place where official travel begins and ends. Other places visited while in travel status should be shown, but time of arrival is not necessary unless required by your district.
- 25. Description: State the general purpose of trip. (Note: Travel Manager computerized authorization/voucher program does not allow for placement of purpose on the reverse side of the voucher. If needed, the purpose can be placed in the comment section which prints on the front of the voucher.)

Itemize chronologically all expenses for the period covered by voucher including per diem and lodging.

Where a constructive cost is required, such as when your personal car is used in lieu of taxi or common carrier, provide specific flight or carrier schedules, times, and names of carriers. When allowable expenses are not to exceed constructive cost by common carrier, show the lesser of the actual cost or constructive cost in the "Amount Claimed" column.

a. 24 Hours or Less;

No M&IE shall be allowed for domestic travel when the travel period is 12 hours or less in the same calendar day, or the employees workday plus 2 hours for employees who work a so-called non-standard workday.

When the travel period (entire trip) for which per diem has been authorized is more than 12 hours, but does not exceed 24 hours, the per diem allowance for the trip will be ¾ of the applicable M&IE allowance for the temporary duty assignment location.

b. Over 24 Hours

The M&IE Allowance is ¾ of the daily rate on first and last date of travel when overnight travel is involved and the full daily rate for each intervening day.

- 26. Instructions to Traveler: Self-explanatory.
- 27. Mileage Rate: Show rate per mile as authorized in the TO and the net mileage claimed. Any significant difference between mileage claimed and the Standard Highway Mileage should be explained.
- 28. Amount Claimed: Enter the amounts claimed opposite the specific description of items explained under "Description".
- 29. Grand Total: Enter the grand total to be carried forward to the face of the voucher. (Item 20)

## NOTE:

- 1. When reclaiming a portion of a previous voucher which was suspended, identify fully and attach a copy of the suspension notice.
- 2. Lodging receipts are required. Submit Hotel Receipt with voucher.